

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY  
ADMINISTRATORS  
Division of Occupational and Professional Licenses  
P.O. Box 83720  
Boise, ID 83720-0063**

**Board Meeting Minutes of 12/15/2020**

**BOARD MEMBERS PRESENT:** Heidi Brough Nye - Chair  
Kristen E Hyde  
Natalie M Nathan  
Linda L Simon

**BOARD MEMBERS ABSENT:** Ann F Wheeler

**DIVISION STAFF:** Dawn Hall, Section Chief  
Julie Eavenson, Licensing Group Manager  
Nicholas Crema, General Counsel  
Lizzie Kukla, Team Lead  
Cesley Metcalfe, Team Lead  
Allegra Earl, Board Specialist

The meeting was called to order at 10:04 AM MST by Heidi Brough Nye.

**BOARD BUSINESS**

**COVID-19 LICENSING QUESTIONS**

The Board discussed allowing a Board member to review provisional permit extension requests during COVID-19. The Board determined that the permit holder would need to submit a written request for the permit extension.

Ms. Nathan made a motion to delegate the authority to a designated Board member to review requests for extensions on provisional permits between Board meetings and grant the extension for good cause shown. It was seconded by Ms. Hyde. Motion carried.

**EXECUTIVE SESSION**

Ms. Nathan made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session was to consider documents relating to the fitness of an applicant to be granted a license or registration. It was seconded by Ms. Hyde. The vote was: Ms.

Brough Nye, aye; Ms. Hyde, aye; Ms. Nathan, aye; and Ms. Simon, aye. Motion carried.

Ms. Hyde made a motion to come out of executive session. It was seconded by Ms. Nathan. Motion carried.

### **REQUEST FOR RECONSIDERATION**

Ms. Hyde made a motion to grant the request for reconsideration and to table the application pending receipt of an 600 additional hours of supervised experience as a residential care administrator under the supervision of a currently licensed administrator in Idaho. The additional experience must be documented by daily logs reflecting what activities the applicant has engaged in as listed in the suggested domains. It was seconded by Ms. Nathan. Motion carried.

### **ADJOURNMENT**

Ms. Hyde made a motion to adjourn the meeting at 10:41 AM MST. It was seconded by Ms. Simon. Motion carried.

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Heidi Brough Nye, Chair